

Portfolio Analysis

Portfolio analysis is a structured intensive objective examination of a school's writing program, as reflected in the assessment portfolios. It provides an opportunity for an entire faculty to meet together as professionals with one common goal: to improve student performance.

The objectives of analysis are

- to analyze portfolios to determine instructional implications for a school
- to help schools gather evidence of instructional strengths and needs
- to target professional development and consolidated planning that will lead to improved student performance

Materials

- original portfolios
- post-it notes
- chart paper, stand, and markers OR blank overhead transparencies and overhead markers
- scoring guides for each participant
- table of contents for the year and grade level being analyzed
- handouts as needed

Procedure

- Arrange tables with 4 – 6 people from diverse content areas and grade levels
- Place on each table 10 – 20 portfolios of various performance levels
- Review the criteria of the Kentucky holistic scoring guide
- Focus on the qualities of the proficient writer by looking at the language of the proficient cell
- Begin the process of analysis by reading only the letters to the reviewer in the portfolios at the tables, using the handout on the characteristics of a letter to the reviewer and the question grid.
- Discuss findings as tables, record responses on chart paper or overheads, then report to the whole group. (You could designate someone to record common findings if you wish)
- Repeat the process for the other forms of writing in the portfolio
- Discuss the questions on the last three criteria as well as final questions
- As a whole group, identify major weaknesses which show up throughout the portfolios
- Assign each table the task of completing a needs assessment template for one of the identified weaknesses